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18 AUG 1982

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM:

[REDACTED]
Acting Director of Information Services

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SUBJECT: OIS Weekly Report (11-17 August 1982)

Classification Review Division

The cessation of the Systematic Classification Review Program within the Agency precipitated the reduction of the Division from 27 employees to 17 in two branches. One branch will handle requests originating from outside of the Agency, such as support for Presidential Libraries, National Archives and Records Service (NARS), Department of State's Foreign Relations of the United States, and Department of Defense historical writings, while the other will handle Agency review requests within their area of responsibility.

Two CRD representatives screened Department of State 1950-54 records at NARS at the suggestion of State and NARS personnel to ascertain if prior classification review of these records by their employees was adequate. The CRD reviewers found information in the files that should continue to be protected and with the concurrence of State and NARS we expect to be more regularly and deeply involved in such future reviews.

CRD reviewed 17,694 cards and 312 documents (1,179 pages), 87 NARS documents (547 pages), and two miscellaneous manuscripts (141 pages). In addition, two manuscripts (590 pages) were reviewed at the request of the Publications Review Board.

Records Management Division

Approximately 400 cubic feet of material were destroyed in the hammermill. This material included 90 cubic feet of temporary OSS records.

*The Director of Information Services and a member of RMD attended a meeting called by the Director, Information Security Oversight Office (D/ISOO) for representatives of the principal agencies which are involved with implementing Executive Order 12356. During the meeting, Director, ISOO complimented the Agency on its classification guidance.

UNCLASSIFIED when separated
from background.

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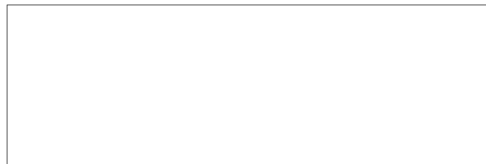
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Regulations Control Division

During this reporting period, RCD carried out 63 actions on issuances. The Division's workload was reduced from 129 to 123 active jobs reflecting the number of newly initiated jobs compared to those published or canceled.

Information and Privacy Division

A separate report is attached.



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Attachment:
As stated

EXO/OIS:  (18 Aug 1982)

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